



Arizona Department of Education  
**Research and Evaluation Section**

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To: Superintendents, Principals and Charter School Administrator

From: Dr. Ildiko Laczko-Kerr, Deputy Associate Superintendent  
Research & Evaluation

Date: March 17, 2004

**RE: School, District and State Report Cards  
(Ref#RE04002-E)**

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**According to A.R.S §15-746, each school is responsible for the following actions:**

- ☐ The distribution of an Arizona School Report Card to the parents and guardians of students who are currently enrolled at the school. This distribution is to occur no later than the last day of each fiscal year; and
- ☐ The presentation of pertinent information relating to the school's Arizona School Report Card at an annual meeting.
- ☐ A school may also wish to remind parents that they can call the ADE and request a copy of their school's report card and that most public libraries in the state have internet access and printing capabilities.

**In accordance with the requirements of No Child Left Behind (NCLB)**, the state will prepare the LEA and State Report Card for dissemination. The state will provide the LEA one hard copy of their District Report card and the LEA will be responsible for the printing and dissemination of the District Report cards to parents. NCLB also requires School, District and State report cards be produced for Non-English speaking parents so they have access to the same information as English speakers.

**LEAs must disseminate district and school report cards to:**

- ☐ All schools served by the local educational agency;
- ☐ All parents of students attending those schools; and
- ☐ The community, through public means, such as posting on the Internet, distribution to the media, and distribution through public agencies, public libraries, etc.
- ☐ LEAs are responsible for producing school and district report cards for non-English speaking parents.
- ☐ State Report Card will be sent to the LEAs for dissemination; printing of the State Report Card will be provided by the State.

LEAs may use their regular method of communicating with parents to meet the dissemination requirements so long as it provides information to all parents.

**How do I fund the printing and dissemination of these report cards?**

- ☐ LEAs may use Title I, Part A funds to prepare and disseminate report cards

<b>Important Dates: ADE Public Reporting for LEA:</b>	<b>March 31, 2004</b>
<b>ADE Public Reporting for State Report Card:</b>	<b>April 30, 2004</b>

If you have any questions regarding this memo or would like to request hard copies of your schools', district, or State Report Card, please call La Donna Woodworth, Report Card Manager, at (602) 542-5022 or e-mail [lwoodwo@ade.az.gov](mailto:lwoodwo@ade.az.gov).

Thank you for your time and cooperation.



